

## ATTORNEY - 1222

### **General Definition of Work:**

Performs difficult professional work providing legal assistance for the Department of Social Services. Work is performed under the general supervision of the Senior Attorney.

### **Essential Functions/Typical Tasks:**

**Responding to legal inquiries; rendering legal assistance and opinions; litigating cases; drafting ordinances; maintaining records and files; preparing reports.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Represents the Department of Social Services in court; argues cases.
- Drafts and files motions and petitions.
- Provides legal services/advice in connection with Permanency Planning reviews; clears children for adoption and files Termination of Parental rights, neglect petitions.
- Reviews documents pertaining to the establishment and enforcement of child support obligations.
- Reviews documents pertaining to Permanency Planning Reviews, CPS Petitions, TPR Hearings, Post-TPR Reviews.
- Reviews and drafts Guardianship Petitions and appear at proceedings.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of modern principles and practices of local and State laws and court decisions pertaining to social services issues; thorough knowledge of legal research and the investigation, preparation and presentation of cases for trial; thorough knowledge of legal office procedures, practices and methods; ability to communicate complex ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with Department of Social Services officials, Court officials, members of the bar, clients and the general public; ability to handle trial litigation; ability to prepare and render legal opinions.

### **Education and Experience:**

Requires graduation from an accredited law school and considerable litigation experience. An equivalent combination of education and experience may be considered.

### **Physical Requirements:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **Special Requirements:**

Licensed to practice law in the State of North Carolina and possession of all other qualifications as prescribed by State Statute. Possession of an appropriate driver's license valid in the state of North Carolina.